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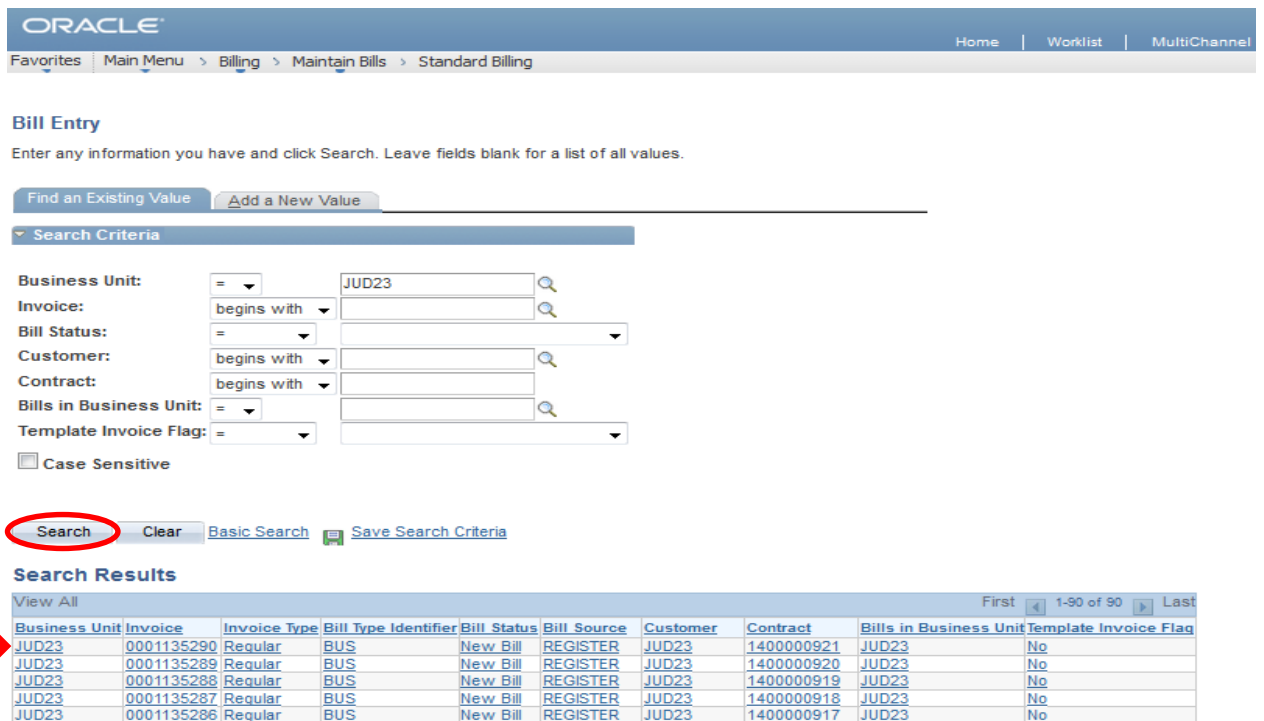
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## A. Becoming Familiar with Bill Components

This step is listed to help familiarize you with where to locate a bill (invoice) in Billing as well as the bill components.

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Standard Billing

1. The **Bill Entry** page will display.
  - a. Enter **Business Unit:** "JUD##".
  - b. Click the **Search** button to display a list of Bills in the system.
  - c. Click on a bill line to open the details associated with that Bill and Payment.



The screenshot shows the Oracle Bill Entry page. The breadcrumb navigation is: Favorites | Main Menu > Billing > Maintain Bills > Standard Billing. The page title is "Bill Entry". Below the title, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Under "Search Criteria", there are several fields: Business Unit (set to JUD23), Invoice (begins with), Bill Status (set to =), Customer (begins with), Contract (begins with), Bills in Business Unit (set to =), and Template Invoice Flag (set to =). There is a "Case Sensitive" checkbox. Below the search criteria, there are buttons: "Search" (circled in red), "Clear", "Basic Search", and "Save Search Criteria". Below the buttons, the "Search Results" section shows a table with 10 columns: Business Unit, Invoice, Invoice Type, Bill Type Identifier, Bill Status, Bill Source, Customer, Contract, Bills in Business Unit, and Template Invoice Flag. The table contains 6 rows of data, all for Business Unit JUD23. A red arrow points to the first row of the table.

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag
JUD23	0001135290	Regular	BUS	New Bill	REGISTER	JUD23	1400000921	JUD23	No
JUD23	0001135289	Regular	BUS	New Bill	REGISTER	JUD23	1400000920	JUD23	No
JUD23	0001135288	Regular	BUS	New Bill	REGISTER	JUD23	1400000919	JUD23	No
JUD23	0001135287	Regular	BUS	New Bill	REGISTER	JUD23	1400000918	JUD23	No
JUD23	0001135286	Regular	BUS	New Bill	REGISTER	JUD23	1400000917	JUD23	No

2. The default *Header – Info 1* page will display and shows general information about the bill.
  - a. Click the *Header – Order Info* option from the *Navigation* drop down list.

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window | Personalize Page | http

Header - Info 1 | Line - Info 1

Unit: JUD23 Invoice: 0001135290 Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 04/04/2014 Cycle ID: DAILY  
 \*Type: BUS Source: REGISTER \*Frequency: Once  
 \*Customer: JUD23 SubCust1: SubCust2:

Worcester County Circuit Court

\*Invoice Form: NO\_PRINT From Date: To Date:  
 Accounting Date: 04/04/2014 Pay Terms: IMMED Pay Method: Cash  
 Remit To: CBT Bank Account: 23  
 Sales: 23-00-00 Bill Inquiry Phone:  
 Credit: DEFAULT Collector: DEFAULT  
 Biller: DEFAULT Billing Authority: DEFAULT

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)  
[Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation:

Header - Info 1

Page Series  
 Prev Next

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

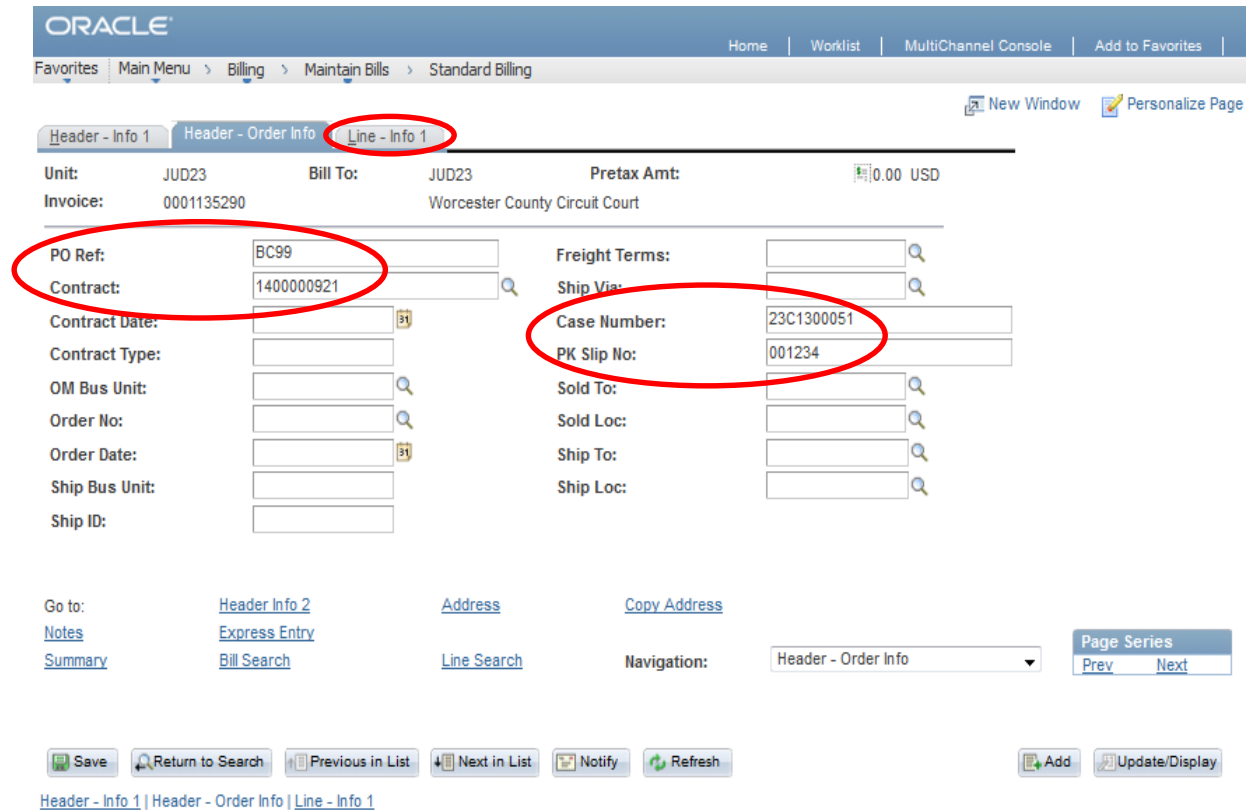
Header - Info 1 | Line - Info 1

Acctg - AR Offset  
 Acctg - Deferred Rev Dist  
 Acctg - InterUnit Payables  
 Acctg - Rev Distribution  
 Acctg - Statistical Info  
 Acctg - Unbilled AR  
 Acctg - InterUnit Exp/Inv  
 Address Info  
 Courtesy Copy Addr  
 Disc/Surcharge  
 Disc/Surcharge Distribution  
 Disc/Surcharge Deferred  
 Header - AR Distribution  
 Header - Info 1  
 Header - Info 2  
 Header - Misc Info  
 Header - Note  
 Header - Order Info  
 Header - Project Info

Add | Update/Display

3. The [Header – Order Info](#) page will display.
  - a. Review the following information:
    - i. **Contract:** = Original Receipt Number
    - ii. **Case Number:** = case number (displays on Parent item only, not all linked items.)
    - iii. **PK Slip No:** = Treasury Code
    - iv. **PO Ref:** = Register Name/Number
  - b. Click the [Line - Info 1](#) tab to review the Charge Code, bill amounts, etc...

**Note:** If changes are needed to the Charge ID - The **Table:** field = "ID" is very important.



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Home | Worklist | MultiChannel Console | Add to Favorites

Favorites | Main Menu > Billing > Maintain Bills > Standard Billing

New Window | Personalize Page

Header - Info 1 | Header - Order Info | **Line - Info 1**

Unit: JUD23 Bill To: JUD23 Pretax Amt: 0.00 USD  
 Invoice: 0001135290 Worcester County Circuit Court

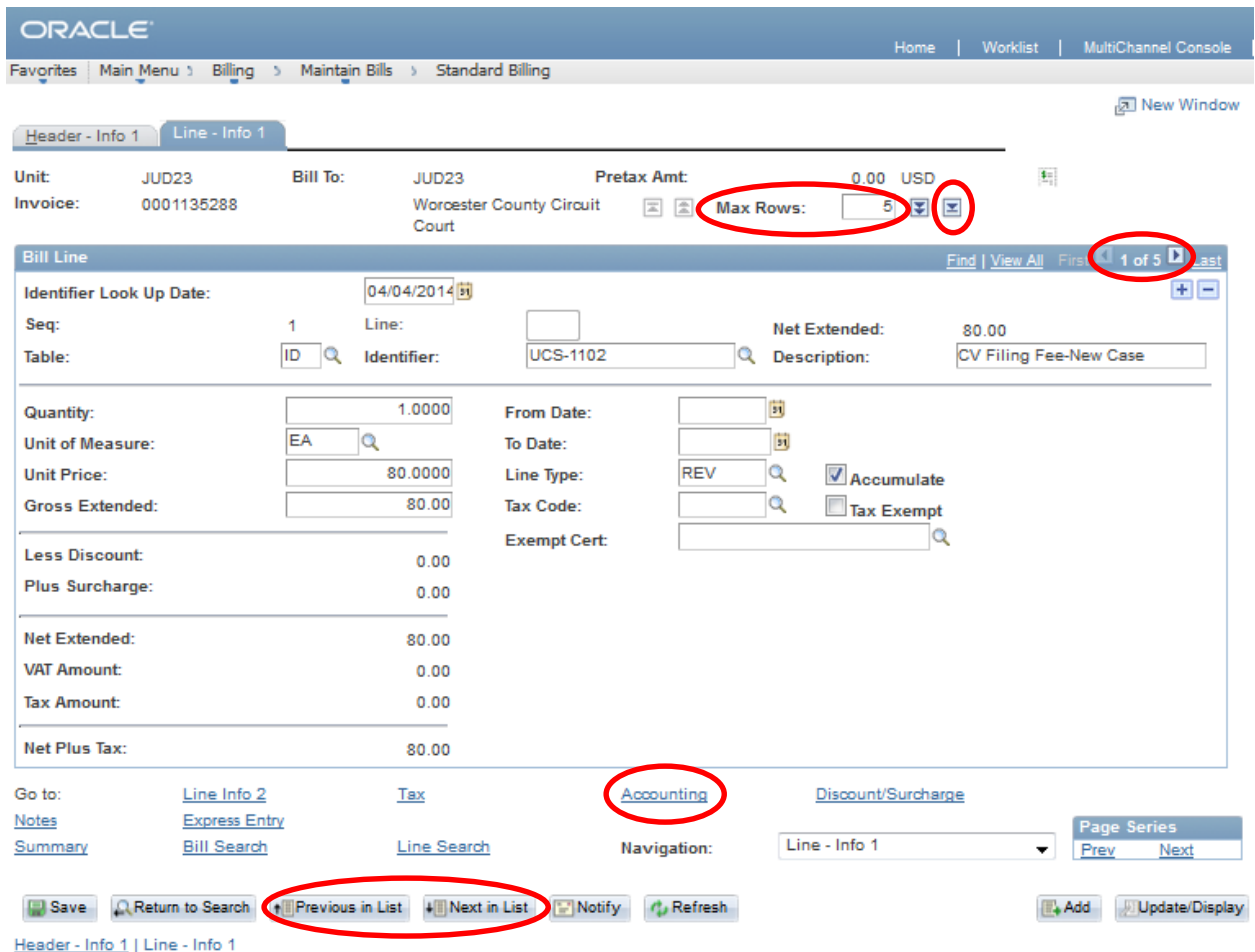
PO Ref: BC99 Freight Terms:   
 Contract: 1400000921 Ship Via:   
 Contract Date: Case Number: 23C1300051   
 Contract Type: PK Slip No: 001234   
 OM Bus Unit:   
 Order No:   
 Order Date:   
 Ship Bus Unit:   
 Ship ID:

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#) [Express Entry](#) [Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Order Info Page Series: Prev Next

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header - Info 1 | Header - Order Info | Line - Info 1

4. The [Line – Info 1](#) tab will display.
  - a. Click the [Accounting](#) link at the bottom of the page to see the accounting breakout.
  - b. Increase the Max Rows, if necessary, to see all Bill Lines. Bill lines should be even in number. *Example*, if you show “1 of 5” bill lines, increase *Max Rows* to e.g., 10 then click the single down arrow to refresh your bill lines. In this example, the lines increased to 8. The *View All* link can be used to view all bill lines, which should include allocations and payments.
  - c. Use the **Next in List** and **Previous in List** buttons to navigate through the bills.



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Home | Worklist | MultiChannel Console

Favorites | Main Menu | Billing | Maintain Bills | Standard Billing

New Window

Header - Info 1 | Line - Info 1

Unit: JUD23 Bill To: JUD23 Pretax Amt: 0.00 USD

Invoice: 0001135288 Worcester County Circuit Court

Max Rows: 5

1 of 5

Find | View All | First | Last

Identifier Look Up Date: 04/04/2014

Seq: 1 Line: Net Extended: 80.00

Table: ID Identifier: UCS-1102 Description: CV Filing Fee-New Case

Quantity: 1.0000 From Date: To Date: Line Type: REV Accumulate

Unit of Measure: EA Tax Code: Tax Exempt

Gross Extended: 80.00 Exempt Cert:

Less Discount: 0.00

Plus Surcharge: 0.00

Net Extended: 80.00

VAT Amount: 0.00

Tax Amount: 0.00

Net Plus Tax: 80.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge

Notes Express Entry

Summary Bill Search Line Search

Navigation: Line - Info 1 Page Series Prev Next

Save Return to Search Previous in List Next in List Notify Refresh

Add Update/Display

Header - Info 1 | Line - Info 1

## B. How To Look-up a Charge Code

This step is listed to help familiarize you with where to locate the Revenue Allocation for a specific charge code.

**NAVIGATION:** Main Menu > Set Up Financials/Supply Chain > Product Related > Billing Setup > Charge Code

1. The Charge Code search criteria page will display.
  - a. **SetID:** Enter JUDxx for your batch county
  - b. **Billing Charge ID:** Enter the full charge code id or a portion.  
Or
  - c. **Description:** change to Contains: Enter a portion of the Charge Code description
  - d. Select the Charge Code link.

### Charge Code

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

Search Criteria

SetID:

=

JUD02

🔍

Billing Currency:

begins with

USD

🔍

Billing Charge ID:

begins with

RCS-1181

🔍

Description:

begins with

🔍

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

### Search Results

View All					
			First 1 of 1 Last		
SetID	Billing Currency	Billing Charge ID	Description	Unit of Measure	List Price
JUD02	USD	RCS-1181	BL Annapolis	EA	0

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Last Revised: 04/02/2015

2. The Charge Code page will display.
  - a. To locate the Revenue Code there may be one or more listed. If you are entering this charge code on a bill, you will need to add Revenue Distribution lines for each Revenue Code to equal the 100% distribution or if the allocation is a fixed amount then add a Revenue Distribution row for each fixed amount item.
  - b. Each percent number will need to be added to the Revenue Distribution page on the bill's accounting page also.

In the example below: RCS-1181 for JUD02 has 3 Revenue Distribution codes. Each one of these codes will need to be added to the [Acctg – Rev Distribution](#) page to accurately complete the allocation for this charge code.

Charge Code

Charge Code 2

SetID: JUD02
 Currency: USD
 Charge ID: RCS-1181

Charge Code

Find | View All | First | 1 of 1 | Last

\*Effective Date:

01/01/1951

Status:

Active

\*Unit of Measure:

EA

List Price:

\*Description:

BL - Annapolis

Long Description:

BL - Local Lic Costs/Penalties - 0202

Revenue Distribution Code:

\*Revenue Recognition Basis:

Invoice Date

\*Bill Type Identifier:

LIC

Local Disbursement:

☒

Tax Group:

Transaction Type:

Billing and Payment

VAT Group:

Transaction Sub Type:

None

Revenue Codes

Personalize | Find | First | 1-3 of 3 | Last

Line	Distribution Code	Description	Allocation Basis	Percent Allocation		
1	R020105460	R020105460	Percentage Allocation	3.0000	+	-
2	R020105466	R020105466	Percentage Allocation	5.0000	+	-
3	R022709588	R022709588	Percentage Allocation	92.0000	+	-

Disbursement Codes

Personalize | Find | First | 1 of 1 | Last

Allocation

Customer

Line	*Distribution Code	Description	Allocation Basis	Percent Allocation		
1	D022709511	D022709511	Percentage Allocation	92.0000	+	-

## C. Using Copy Single Bill

This step is providing a new way for entering a Bill, by using the Copy Single Bill function. This function copies over everything from the original EXCEPT, the Invoice Date and Accounting Date. This function only allows you to copy a bill from the current fiscal year. [Ex. If the current Fiscal Year is FY2015 (07/01/2014 through 06/30/2015) you may not copy a bill from 06/30/2014, which was Fiscal Year FY2014]

**NAVIGATION:** Billing> Maintain Bills> Copy Single Bill

Use the [Copy Single Bill](#) process to copy the (Reverse Revenue) Bill just created.

1. The [Copy Single Bill](#) page will display.
  - a. **Contract:** Enter the Receipt number to find the Bill to copy.
  - OR
  - b. **Invoice:** Enter the Invoice number you want to copy from
  - c. Click the **Search** button to display search results.
    - i. Search results should include **Bill Type** = “JBC”, **Bill Source** = “ONLINE”, **Contract** = Receipt number.
  - d. Select the bill from the list.

### Copy Single Bill

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

**Business Unit:** =

**Invoice:** begins with

**Bill Status:** =

**Customer:** begins with

**Contract:** begins with

☐ Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

#### Search Results

View All
First 1-4 of 4 Last

Business Unit	Invoice	Invoice Type	Bill Status	Bill Type Identifier	Bill Source	Customer	Contract
JUD02	0000472522	Regular	Canceled	BAD	ONLINE	1000028195	2212926
JUD02	0000472521	Regular	New Bill	JBC	ONLINE	JUD02	2212926
JUD02	0000471601	Regular	Invoiced	JBC	ONLINE	JUD02	2212926
JUD02	0000381527	Regular	Invoiced	BUS	REGISTER	JUD02	2212926



2. The **Copy Single Bill** page will display.
  - a. **Select Bill Action** section, select the “Copy Bill” radio button.
  - b. **Copy Results** section, notice **Copy Bill** is set to “NEXT” (this will automatically assign a new bill)
  - c. Click the **Save** button at the bottom of the page to copy the bill.

**Copy Single Bill**

Unit:	JUD02	Bill To:	JUD02	Anne Arundel County Circuit Court
Invoice:	0000991367	Invoice Amt:	0.00	USD

**Select Bill Action**

☐ No Bill Action  
☒ **Copy Bill**

**Copy Results**

\*Copy Bill:

- d. The new Bill number and navigation link are displayed after the page saves.

**Copy Single Bill**

Unit:	JUD02	Bill To:	JUD02	Anne Arundel County Circuit Court
Invoice:	0000991367	Invoice Amt:	0.00	USD

**Select Bill Action**

☒ No Bill Action  
☐ Copy Bill

**Copy Results**

\*Copy Bill: 
[Go To Bill Header - Gen. Info](#)

- e. Click the [Go To Bill Header – Gen. Info](#) link. This will take you to the *Header – Info 1* tab within the bill.
 

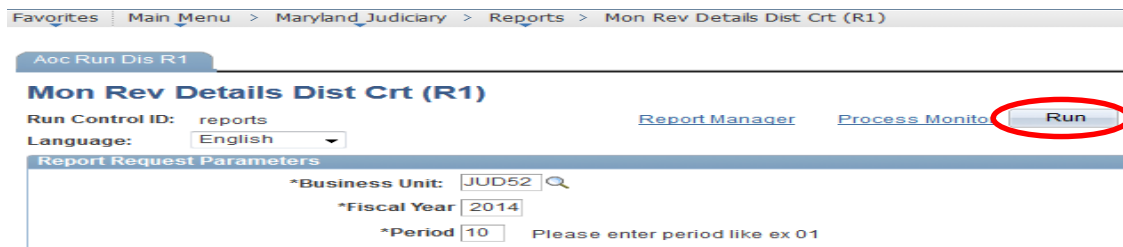
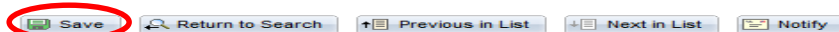
**NOTE:** Remember to Enter Current Date in the Invoice and Accounting Date fields as they are blank on the new bill.

## D. Running District Court Monthly Revenue Reports

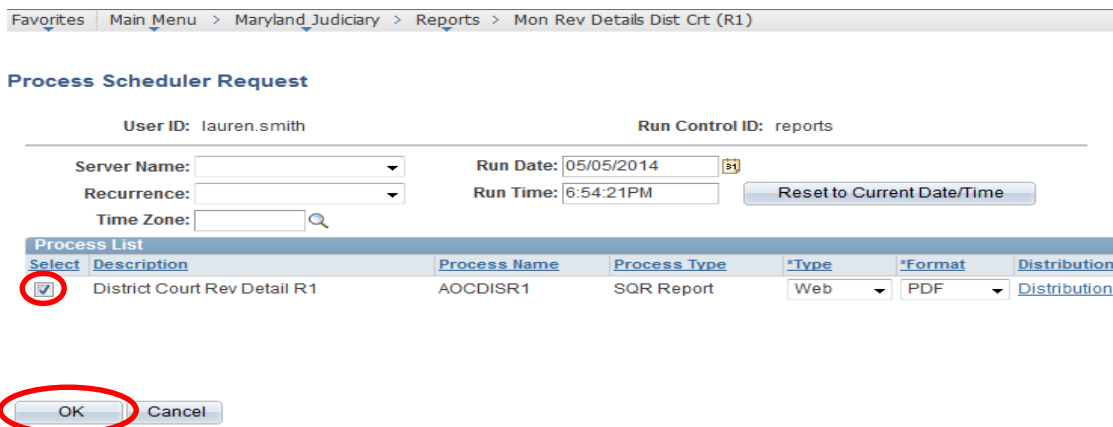
### 1. Mon Rev Details Dist Crt (R1)

**NAVIGATION:** Main Menu > Maryland Judiciary > Reports > Mon Rev Details Dist Crt (R1)

1. The *Mon Rev Details Dist Crt (R1)* Run Control page will display.
  - a. Enter a Run Control – Search if needed using the “Find an Existing Value” tab or create a new one by selecting the “Add a New Value” tab and enter a Run Control ID (e.g.: “Reports”).
2. On the *Mon Rev Details Dist Crt (R1)* page, complete the following run control settings:
  - a. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
  - b. **Fiscal Year:** Enter the current 4-digit fiscal year.
  - c. **Period:** Enter the 2-digit fiscal month, (e.g. July = 01, August = 02, etc.).
3. Click the **Save** button.
4. Click the **Run** button.

5. On the *Process Scheduler Request* page, the **AOCDISR1** Process Name will be selected.
6. Click the **OK** button.





7. On the [Mon Rev Details Dist Crt \(R1\)](#) page, the Process Instance number below the Run button indicates processing has begun; click the [Process Monitor](#) link.
8. On the [Process List](#) page, click the [Details](#) link of the completed AOCDISR1 process (i.e., Run Status = “SUCCESS” and a Distribution Status = “POSTED”).
9. On the [Process Detail](#) page, click the [View Log/Trace](#) link to select and view the PDF report of the parameters specified in step B.2

Report ID:AOCDISR1 BU:JUD56 Fiscal Year: 2014 Month: JUN			D I S T R I C T C O U R T O F M A R Y L A N D Monthly revenue Detail (R-1)							Page No: 1 Date: 08/29/2014	
Date	Treas Code	Total Deposit	Fine&Cost 7503 56010	CICP/VCF 7506 56340	CICP 7518 56320	V.C.F 7521 56330	VWPR 7523 56350	Local 7530 56250	SUBABUSE 7531 56731	MLSC 7537 56370	Transcript 7707 56010
02-JUN-2014	002054	2899.50	2489.50	51.00	140.00					204.00	15.00
03-JUN-2014	002055	2541.50	2264.50	60.00	105.00					112.00	
04-JUN-2014	002056	2715.50	2273.50	33.00	280.00					114.00	15.00
05-JUN-2014	002057	6478.10	5859.10	102.00	385.00					102.00	30.00
06-JUN-2014	002058	5187.00	4495.00	84.00	385.00					208.00	15.00
09-JUN-2014	002059	5104.00	4123.00	87.00	105.00					774.00	15.00
10-JUN-2014	002060	4697.00	4282.00	111.00	175.00					114.00	15.00
11-JUN-2014	002061	3799.00	2890.00	54.00	175.00					680.00	
12-JUN-2014	002062	7697.00	7042.00	95.00	318.00					242.00	
13-JUN-2014	002063	3894.00	3321.00	36.00	385.00					122.00	30.00
16-JUN-2014	002064	3609.00	3114.00	45.00	205.00					230.00	15.00
17-JUN-2014	002065	7468.00	6730.00	162.00	420.00					156.00	
18-JUN-2014	002066	3166.50	2700.50	48.00	210.00					178.00	30.00
19-JUN-2014	002067	6614.50	6191.50	132.00	140.00					136.00	15.00
20-JUN-2014	002068	4350.00	3828.00	113.00	175.00					234.00	
23-JUN-2014	002069	4083.50	3452.50	63.00	210.00					328.00	30.00
24-JUN-2014	002070	2981.00	2733.00	33.00	70.00					130.00	15.00
25-JUN-2014	002071	3049.00	2464.00	21.00	420.00					144.00	
26-JUN-2014	002072	8689.50	7987.50	174.00	280.00					188.00	60.00
27-JUN-2014	002073	4594.50	3922.50	66.00	420.00					186.00	
30-JUN-2014	002074	4650.50	4150.50	48.00	175.00					232.00	45.00
** Total **		98268.60	86313.60	1618.00	5178.00	0.00	0.00	0.00	0.00	4814.00	345.00

District Court Monthly Rev Detail (R-1)

## 2. DC-Monthly Fines & Costs

**NAVIGATION:** Main Menu > Maryland Judiciary > Reports > DC-Monthly Fines & Costs

1. The [DC-Monthly Breakdown Fines and Costs](#) Run Control page will display. *Previously known as the R2 report.*
  - a. Enter a Run Control – Search if needed using the “*Find an Existing Value*” tab or create a new one by selecting the “*Add a New Value*” tab and enter a Run Control ID (e.g.: “Reports”).
2. On the [DC-Monthly Fines & Costs](#) page, complete the following run control settings:
  - a. **Business Unit:** Enter “JUD##”, where ## is your 2-digit county code.
  - b. **Fiscal Year:** Enter the current 4-digit fiscal year.
  - c. **Period:** Enter the 2-digit fiscal month, (e.g. July = 01, August = 02, etc.).
3. Click the **Save** button.
4. Click the **Run** button.

Favorites | Main Menu > Maryland Judiciary > Reports > DC-Monthly Fines & Costs

### DC-Monthly Breakdown Fines and Costs

Run Control ID: EOM [Report Manager](#) [Process Monitor](#) **Run**

Language: English

Report Request Parameters

\*Business Unit: JUD52

\*Fiscal Year: 2014

\*Period: 07 Please enter 2 digit period (01-12)

**Save** **Notify** **Add** **Update/Display**

5. On the [Process Scheduler Request](#) page, the [AOCDISR2](#) Process Name will be selected.
6. Click the **OK** button.

Favorites | Main Menu > Maryland Judiciary > Reports > Mon Rev Details Dist Crt (R2)

### Process Scheduler Request

User ID: lauren.smith Run Control ID: reports

Server Name: Run Date: 05/05/2014

Recurrence: Run Time: 7:12:34PM **Reset to Current Date/Time**

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Rev. Summary R2 Report.	AOCDISR2	SQR Report	Web	PDF	<a href="#">Distribution</a>

**OK** **Cancel**



7. On the [DC-Monthly Fines & Costs](#) page, the Process Instance number below the Run button indicates processing has begun.
8. Click the [Process Monitor](#) link.
9. On the [Process List](#) page, click the [Details](#) link of the completed AOCDISR2 process (i.e., Run Status = “SUCCESS” and a Distribution Status = “POSTED”).
10. On the [Process Detail](#) page, click the [View Log/Trace](#) link to select and view the PDF report of the parameters specified in step C.2.
11. Confirm the totals of this report equal the sum of the Fine&Cost (7503) and MLSC (7537) columns on the R1.

Report ID:AOCDISR2  
BU:JUD56 Fiscal Year: 2014 Month: JUN

D I S T R I C T C O U R T O F M A R Y L A N D  
Monthly Breakdown Fines and Costs

Page No: 1 of 1  
Date: 08/29/2014

---

Traffic Fines	56757.00
Traffic Costs	13459.50
Criminal Fines	2602.50
Criminal Costs	1307.50
DNR/MTA Fines	130.00
DNR/MTA Costs	90.00
Bond Forfeiture	3750.00
Civil Costs	11279.00
Local Costs	22.50
Miscellaneous	1729.60
Total Fines & Costs	91127.60

*DC-Monthly Fines & Costs Report*

## E. OTC – Central Collection Unit (CCU) Adjustments

**District Court Only** – Central Collection Unit sends a report to each court monthly of the money collected on their behalf. All money collected by CCU for Fines and Costs, is recorded by DBF in account 7503. However, in most cases a portion of the money collected should be distributed to CICF, account 7518. The instructions below walk you through moving the \$35.00, CICF money, from account 7503 to account 7518.

### Re-Allocate money from Fines and Costs to CICF

**NOTE:** Before getting started, review the CCU report to determine if a portion of the money collected should be allocated to CICF. If so, then follow the steps below to move the \$35.00 from Fines and Costs (7503) to CICF (7518) account.


#### STEP 1: Create a New Bill

**NAVIGATION:** Main Menu > Billing > Maintain Bills > Standard Billing


1. The **Bill Entry** page will display.
  - a. Click the **Add a New Value** tab to create a new Bill.
  - b. Complete all fields with the following:
    - i. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
    - ii. **Invoice:** Defaults to “NEXT”, meaning the next available bill number will be assigned.
    - iii. **Bill Type Identifier:** Enter ‘JCU’.
    - iv. **Bill Source:** “ONLINE”, since the bill is being entered online.
    - v. **Customer:** “JUD##”, Same as the Business Unit.
    - vi. **Invoice Date:** is the current date.
    - vii. **Accounting Date:** is the current date.
  - c. Click the **Add** button.


#### Bill Entry


Find an Existing Value
Add a New Value


**Business Unit:**  


**Invoice:**

**Bill Type Identifier:**  

**Bill Source:**  

**Customer:**  

**Invoice Date:**  

**Accounting Date:**  

2. The default tab, *Header – Info 1*, of the Bill detail page will display.
  - a. Click the [Notes](#) link to add an audit note explaining the reason for the adjustment.

Header - Info 1 | Line - Info 1

Unit: JUD54 Invoice: NEXT Pretax Amt: 0.00 USD

Status: NEW Invoice Date: 03/13/2015 Cycle ID: DAILY  
 \*Type: JCU Source: ONLINE \*Frequency: Once  
 \*Customer: JUD54 SubCust1: SubCust2:

Calvert County District Court  
 \*Invoice Form: NO\_PRINT From Date: To Date:  
 Accounting Date: 03/13/2015 Pay Terms: IMMED Pay Method: Check  
 Remit To: BOA Bank Account: 54  
 Sales: DEFAULT Bill Inquiry Phone:  
 Credit: DEFAULT Collector: DEFAULT  
 Biller: DEFAULT Billing Authority: DEFAULT

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)  
[Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Info 1 Page Series: Prev Next

3. The *Header – Note* tab will display.
  - a. Include the reason for adjustment and case number if applicable.

Header - Info 1 | Line - Info 1 | Header - Note

Unit: JUD54 Bill To: JUD54 Pretax Amt: 0.00 USD  
 Invoice: NEXT Calvert County District Court

Customer Notes

Bill Header Notes Find | View All First 1 of 1 Last

☐ Standard Note Flag Std Note:   
☐ Internal Only Flag Note Type:

Note Text:  
 Move \$35.00 from Fines and Costs to CICF . Case # 6Q00066523

Go to: [Header Info 2](#) [Address](#) [Copy Address](#)  
[Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Header - Note

- b. Select the: *Header - Order Info* option from the **Navigation:** drop-down at the bottom of the page.

4. The **Header – Order Info** tab will display.
  - a. **Case Number:** Enter number if associated to a case.

Header - Info 1		Header - Order Info		Line - Info 1	
Unit:	JUD54	Bill To:	JUD54	Pretax Amt:	0.00 USD
Invoice:	NEXT	Calvert County District Court			
PO Ref:	<input type="text"/>	Freight Terms:	<input type="text"/>		
Contract:	<input type="text"/>	Ship Via:	<input type="text"/>		
Contract Date:	<input type="text"/>	<b>Case Number:</b>	6Q00066523		
Contract Type:	<input type="text"/>	PK Slip No:	<input type="text"/>		
OM Bus Unit:	<input type="text"/>	Sold To:	<input type="text"/>		
Order No:	<input type="text"/>	Sold Loc:	<input type="text"/>		
Order Date:	<input type="text"/>	Ship To:	<input type="text"/>		
Ship Bus Unit:	<input type="text"/>	Ship Loc:	<input type="text"/>		
Ship ID:	<input type="text"/>				
Go to:	<a href="#">Header Info 2</a>	<a href="#">Address</a>	<a href="#">Copy Address</a>		
<a href="#">Notes</a>	<a href="#">Express Entry</a>				
<a href="#">Summary</a>	<a href="#">Bill Search</a>	<a href="#">Line Search</a>	Navigation:	Header - Order Info	

- b. Click the **Line – Info 1** tab to add bill lines.



1. The **Line - Info 1** page will display.
  - a. A new Bill line will need to be added for the Fine being reduced. Meaning if it is a criminal case than use RCS-275.
    - **Table:** Enter "ID".
    - **Identifier:** RCS-275 if a criminal fine. Use the look-up magnifying glass if necessary.
    - **Gross Extended:** enter the amount (-\$35.00). All reverse amounts should be entered in as a **negative**.
    - Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.

Header - Info 1
Line - Info 1

Unit: JUD54  
Invoice: NEXT

Bill To: JUD54  
Calvert County District Court

Pretax Amt: 0.00 USD  
Max Rows: 5

Identifier Look Up Date: 03/13/2015
Find | View All | First | 1 of 2 | Last

Seq: 1  
Table: ID

Line:   
Identifier: RCS-275

Net Extended: -35.00  
Description: DC Criminal Fine Post Trial

Quantity: 1.0000  
Unit of Measure: EA  
Unit Price: -35.0000  
Gross Extended: -35.00

From Date:   
To Date:   
Line Type: REV  
Tax Code:   
Exempt Cert:

☒ Accumulate  
☐ Tax Exempt

Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: -35.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: -35.00


Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)  
[Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#)

Navigation: Line - Info 1

Page Series  
Prev Next

Save Notify Refresh

Add Update/Display

- b. Click the plus sign  on the right of the Bill Line to add another line.
  - **Table:** Enter “ID”.
  - **Identifier:** RCS-312 CICF charge code if the case is criminal. Use the look-up magnifying glass if necessary.
  - **Gross Extended:** Enter amount, \$35.00. The amount will be a **positive** amount.
  - Confirm the **Pretax Amt:** is \$0.00 USD. If so – the Bill is balanced.
  - Click the **Refresh** button at the bottom of the screen to auto-fill the remaining data.
- c. Click the [Accounting](#) link to add the Accounting Distribution information.

Header - Info 1

Line - Info 1

Unit: JUD54      Bill To: JUD54      Pretax Amt: 0.00 USD  
Invoice: NEXT      Calvert County District Court      Max Rows: 5

Bill Line

Find | View All | First | 2 of 2 | Last

Identifier Look Up Date: 03/13/2015

2

Seq:

Line:

ID

Table:

Identifier:

RCS-312

Description:

35.00

Net Extended:

DC Criminal CICF

Quantity: 1.0000  
Unit of Measure: EA  
Unit Price: 35.0000  
Gross Extended: 35.00  
Less Discount: 0.00  
Plus Surcharge: 0.00  
Net Extended: 35.00  
VAT Amount: 0.00  
Tax Amount: 0.00  
Net Plus Tax: 35.00

From Date:  
To Date:  
Line Type: REV  
Tax Code:  
Exempt Cert:

☒ Accumulate  
☐ Tax Exempt

Go to: [Line Info 2](#)      [Tax](#)      [Accounting](#)      [Discount/Surcharge](#)  
[Notes](#)      [Express Entry](#)  
[Summary](#)      [Bill Search](#)      [Line Search](#)  
Navigation: Line - Info 1

Save

Notify

Refresh

Page Series

Prev

Next

Add

Update/Display

2. The **Acctg – Rev Distribution** page will display.
  - a. Click the **“View All”** link to complete the Charge Code allocation information for each bill line.
  - b. **Code:** Enter R and choose the code that ends with **7503** for the -\$35.00 credit for the Fines charge code (RCS-275).
  - c. **Code:** Enter R and choose the code the ends with **7518** for the \$35.00 debit for the CICF charge code (RCS-312).
  - d. Click the **Refresh** button. This will auto-populate all the Chartfield values except the **Dept** field.

Header - Info 1
Line - Info 1
Acctg - Rev Distribution

Unit: JUD54 Bill To: JUD54 Pretax Amt: 0.00 USD
Invoice: NEXT Calvert County District Court Max Rows: 5

Bill Line
Find View

Seq: 1 Line: Net Extended: -35.00  
Identifier: RCS-275 Description: DC Criminal Fine Post Trial

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize Find View All First 1 of 1 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	R540107503	C54	54010	0001	7503	5401	A5400	AY2015		

Percent: 100.00 Amount: -35.00 Gross Extended: -35.00

Seq: 2 Line: Net Extended: 35.00  
Identifier: RCS-312 Description: DC Criminal CICF

Bill Line Distribution - Revenue Personalize Find View All First 1 of 1 Last

Acctg Information Reference Information

	Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	R543207518	C54	54320	3032	7518	5432	A5032	AY2015		100

Percent: 100.00 Amount: 35.00 Gross Extended: 35.00

Go to: Line Info 2 Tax Accounting Discount/Surcharge  
Notes Express Entry  
Summary Bill Search Line Search Navigation: Acctg - Rev Distribution

Save Notify Refresh

- e. Enter the **Dept ID**. The 'Type' field you entered on the Header – Info 1 should be entered in the "Dept" field for all bill lines.

- JCU = Adjustment – CCU

Header - Info 1 | Line - Info 1 | Acctg - Rev Distribution

Unit: JUD54 Bill To: JUD54 Pretax Amt: 0.00 USD  
 Invoice: NEXT Calvert County District Court Max Rows: 5

Bill Line Find | View 1 | First

Seq: 1 Line: Net Extended: -35.00  
 Identifier: RCS-275 Description: DC Criminal Fine Post Trial

BI Creates GL Acct Entries

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information | Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	C54	54010	0001	7503	5401	A5400	AY2015	JCU	100.000

Percent: 100.00 Amount: -35.00 Gross Extended: -35.00

Seq: 2 Line: Net Extended: 35.00  
 Identifier: RCS-312 Description: DC Criminal CICF

Bill Line Distribution - Revenue Personalize | Find | View All | First 1 of 1 Last

Acctg Information | Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
+ -	R543207518	C54	54320	3032	7518	5432	A5032	AY2015	JCU

Percent: 100.00 Amount: 35.00 Gross Extended: 35.00

Go to: [Line Info 2](#) [Tax](#) [Accounting](#) [Discount/Surcharge](#)  
[Notes](#) [Express Entry](#)  
[Summary](#) [Bill Search](#) [Line Search](#) Navigation: Acctg - Rev Distribution

**Save** **Notify** **Refresh** **Add**

- f. Click the **Save** Button.

## STEP 2: Complete the Adjustment Bill

1. Return to the bill *Header – Info 1* tab.
2. **Status:** Change from “NEW” to “RDY” (Ready to Invoice).

Header - Info 1
Line - Info 1

Unit: JUD54 Invoice: 0003248806 Pretax Amt: 0.00 USD

Status: RDY

\*Type: JCU

\*Customer: JUD54

Invoice Date: 03/13/2015

Source: ONLINE

SubCust1:

Cycle ID: DAILY

\*Frequency: Once

SubCust2:

Calvert County District Court

\*Invoice Form: NO\_PRINT

Accounting Date: 03/13/2015

Remit To: BOA

Sales: DEFAULT

Credit: DEFAULT

Biller: DEFAULT

From Date:

Pay Terms: IMMED

Bank Account: 54

Bill Inquiry Phone:

Collector: DEFAULT

Billing Authority: DEFAULT

To Date:

Pay Method: Check

Go to:
[Header Info 2](#)
[Address](#)
[Copy Address](#)
[Notes](#)
[Express Entry](#)
[Summary](#)
[Bill Search](#)
[Line Search](#)

Navigation: Header - Info 1

Page Series
Prev Next

Save
Notify
Refresh

Add
Update/Display

3. Click the **Save** button.



### STEP 3: Run the Single Action Invoice Process

**For each Adjustment Bill Type, the recommendation is to create a new Run Control, and to save as a favorite if you find that helpful.**

**NAVIGATION:** *Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice*

1. The *Single Action Invoice* page will display.
  - a. Select a Run Control – If this is the first time creating a CCU adjustment invoice, the recommendation is to create a New Run Control ID, and name it “CCU\_Adjustment”. You can then use this Run Control each time you process a CCU adjustment, by searching for it under the “Find an Existing Value” tab.  
(Reminder: Save as a Favorite if that is helpful)

#### Single Action Invoice

Find an Existing Value   Add a New Value


Run Control ID: CCU\_Adjustment

Add

2. The *Single Action Invoice* Run Control page will display.

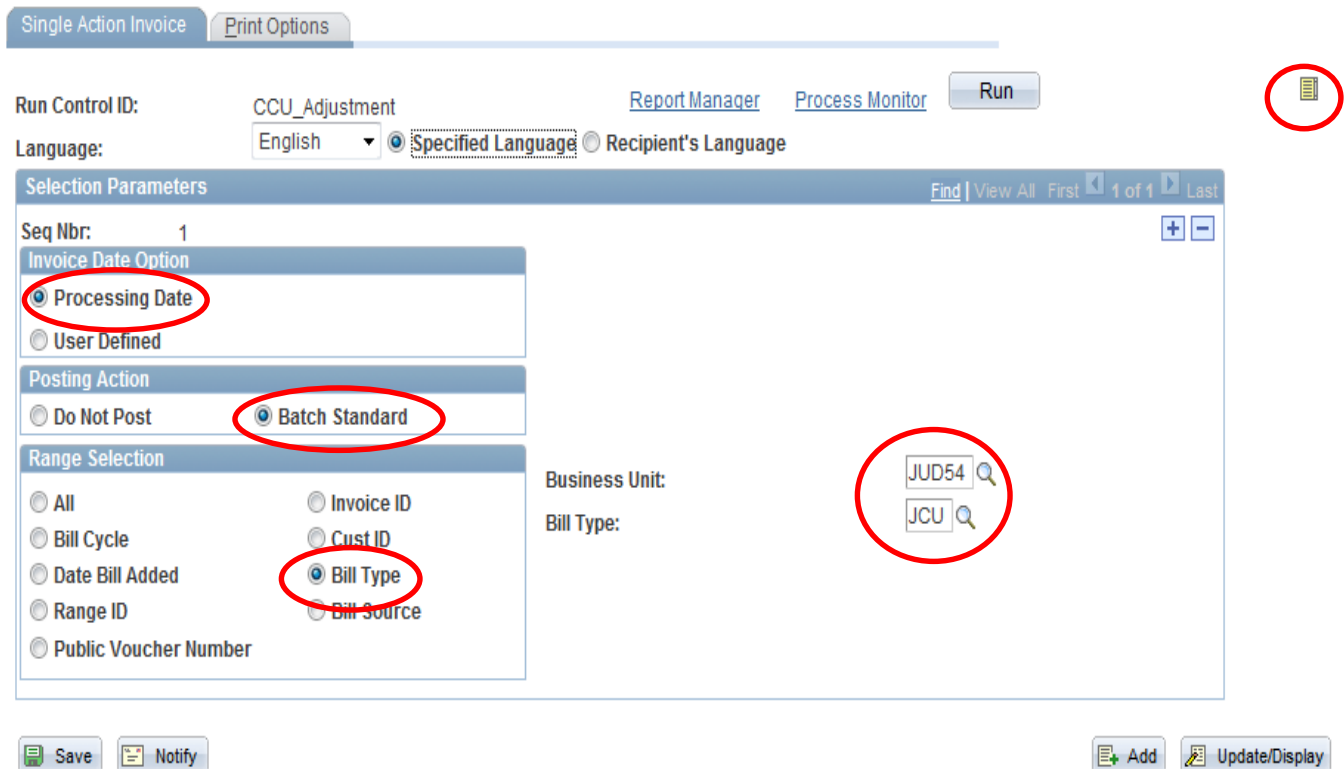
a. Complete the following run control settings:

- i. **Invoice Date Option:** enter “Processing Date”.
- ii. **Posting Action:** enter “Batch Standard”.
- iii. **Range Selection:** enter “Bill Type”.
- iv. **Business Unit:** “JUD##”, where ## is your 2-digit county code.
- v. **Bill Type:** Enter the adjustment bill type used. The example below is a “JCU”.
- vi. Click the **Save** button.

b. Click the small “Bills to be Processed” icon  in the upper right of the page to confirm the number of Bills that are ready to be finalized.

- i. Confirm the number of bill in the Blue Bar is what you expected.
- ii. Click the **Return** button to return to the *Single Action Invoice* run control page.

c. Click the **Run** button.



Single Action Invoice [Print Options](#)

Run Control ID: CCU\_Adjustment [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English ☒ Specified Language ☐ Recipient's Language

Selection Parameters [Find](#) | [View All](#) | First 1 of 1 Last

Seq Nbr: 1

**Invoice Date Option**

☒ Processing Date

☐ User Defined

**Posting Action**

☐ Do Not Post ☒ Batch Standard

**Range Selection**

☐ All ☐ Invoice ID

☐ Bill Cycle ☐ Cust ID

☐ Date Bill Added ☒ Bill Type

☐ Range ID ☐ Bill Source

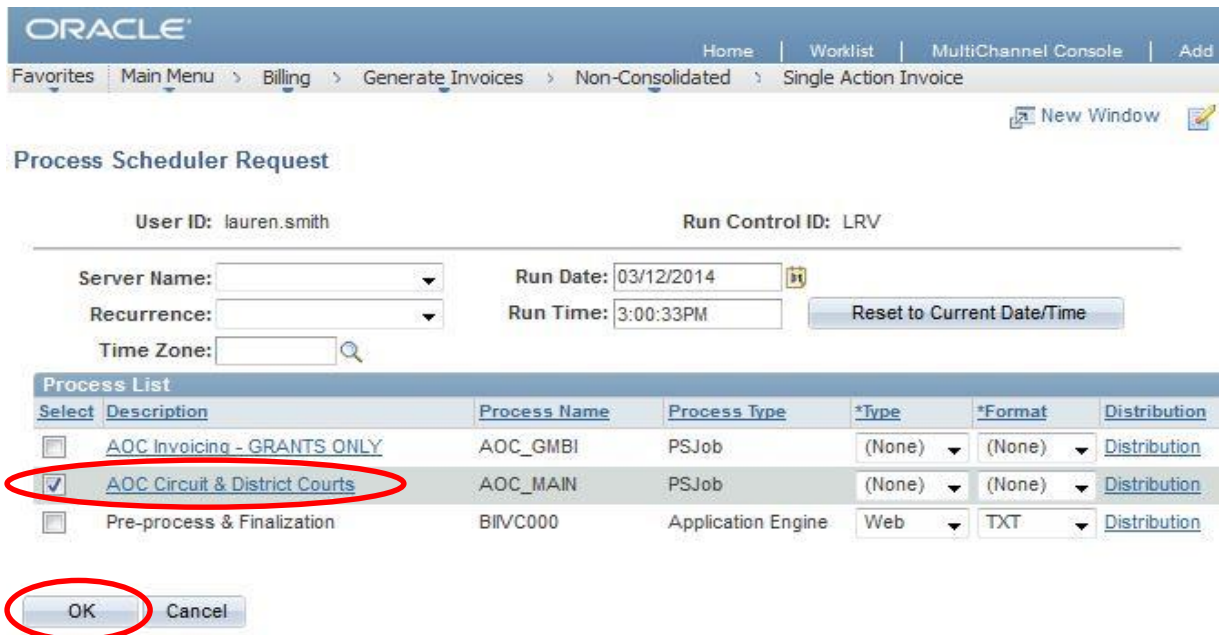
☐ Public Voucher Number

Business Unit: JUD54

Bill Type: JCU

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

3. The [Process Scheduler Request](#) page will display
  - a. Select the checkbox for the AOC\_MAIN ([AOC Circuit & District Courts](#)) Process Name in the *Process List* section.
  - b. Click the **OK** button.



ORACLE®

Home | Worklist | MultiChannel Console | Add

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

New Window

### Process Scheduler Request

User ID: lauren.smith Run Control ID: LRV

Server Name: Run Date: 03/12/2014

Recurrence: Run Time: 3:00:33PM Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	AOC Invoicing - GRANTS ONLY	AOC_GMBI	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	AOC Circuit & District Courts	AOC_MAIN	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Pre-process & Finalization	BI/VC000	Application Engine	Web	TXT	Distribution

OK Cancel

4. The [Single Action Invoice](#) Run Control page will display.
  - a. A Process Instance number will display indicating that the AOC\_MAIN process has begun.
  - b. Click the [Process Monitor](#) link.
5. The [Process List](#) page will display.
  - a. Review the *Process List* to see that the [AOC MAIN](#) process is running.  
**NOTE:** This is a multi-part process and may take a few minutes to run.
  - b. Click the [AOC MAIN](#) process name link to see its sub-processes.
  - c. Periodically click the **Refresh** button until the status of all sub-processes reads "SUCCESS".



ORACLE

Favorites | Main Menu > Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

**Process Detail**

Process Name: AOC\_MAIN Refresh

Main Job Instance: 195445

Left | Right

---

195445 - AOC MAIN Success

195446 - BIIVC000 Success

195447 - BI IVCEXT Success

195448 - BICURCNV Success

195449 - AOC BIPRELD Success

195450 - BILDGL01 Success

195451 - BILDAR01 Success

Return

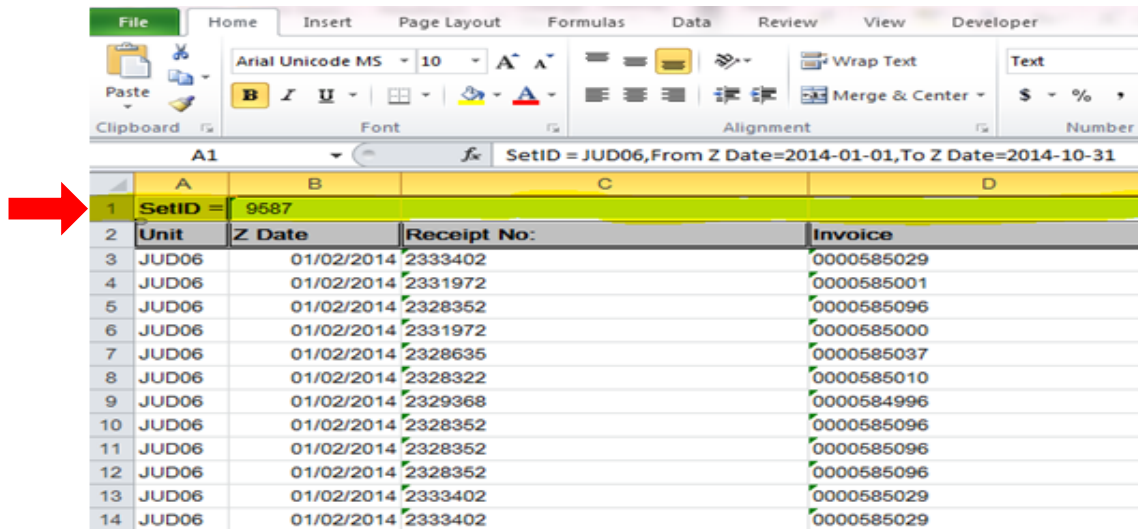
- i. Click both the **BIIVC000** and **BILDAR01** sub-process.
  1. Click the [Message Log](#) in the **BIIVC000** process to confirm completion and to make sure that the correct number of bills were processed.
  2. Click the [View Log/Trace](#) link and open the PDF file in the **BILDAR01** process to confirm “0” bills were sent to AR.

***End of Process to Re-Allocate Amounts from Fines and Costs to CICF..***

## F. How to Filter and Sort Query Data Downloaded to Excel

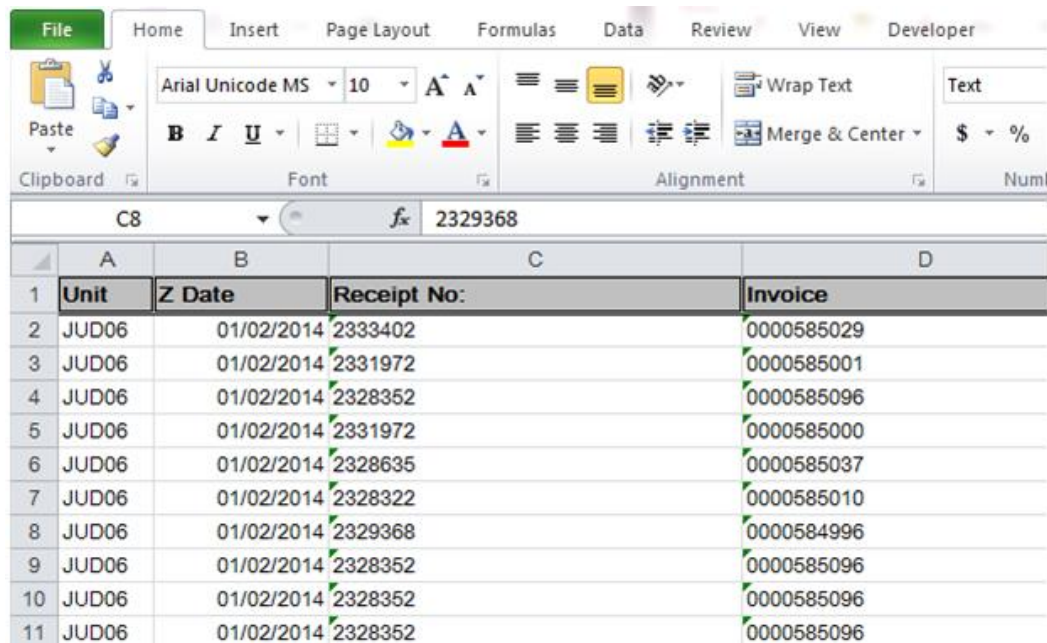
Filtering your downloaded query results in Excel can be a very useful tool to narrow your data further. The data from the example above will open in Excel:

- Delete the first row so that your column headers become the first row.



The screenshot shows an Excel spreadsheet with the following data:

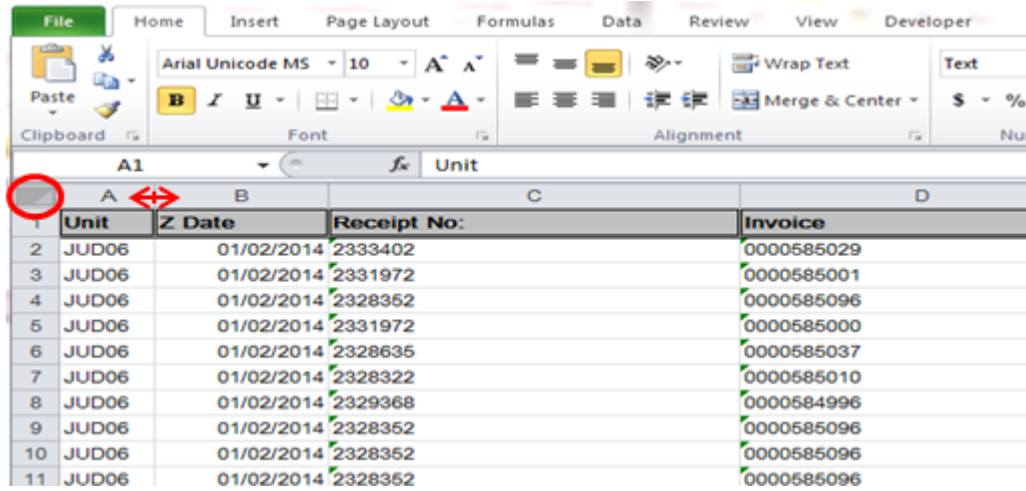
Unit	Z Date	Receipt No:	Invoice
JUD06	01/02/2014	2333402	0000585029
JUD06	01/02/2014	2331972	0000585001
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2331972	0000585000
JUD06	01/02/2014	2328635	0000585037
JUD06	01/02/2014	2328322	0000585010
JUD06	01/02/2014	2329368	0000584996
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2333402	0000585029
JUD06	01/02/2014	2333402	0000585029



The screenshot shows the same Excel spreadsheet after deleting the first row. The data is now as follows:

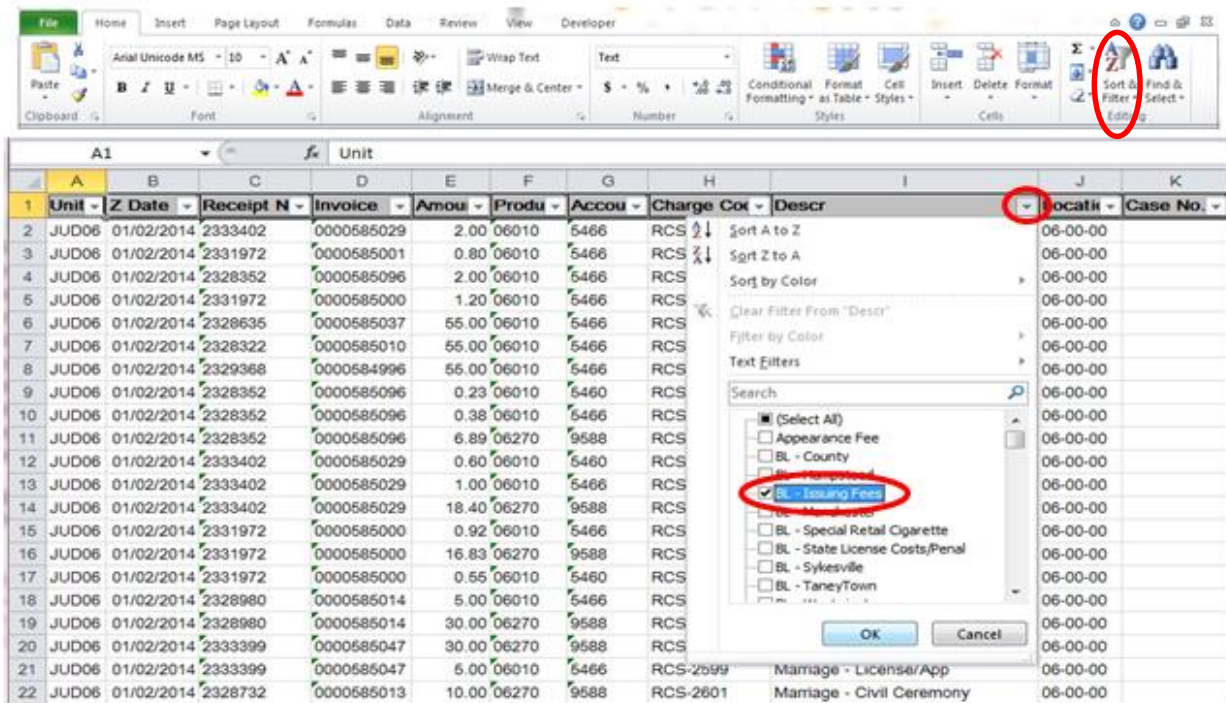
Unit	Z Date	Receipt No:	Invoice
JUD06	01/02/2014	2333402	0000585029
JUD06	01/02/2014	2331972	0000585001
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2331972	0000585000
JUD06	01/02/2014	2328635	0000585037
JUD06	01/02/2014	2328322	0000585010
JUD06	01/02/2014	2329368	0000584996
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2328352	0000585096
JUD06	01/02/2014	2328352	0000585096

- Select the entire table of data by clicking the corner field at A1 and then auto fit your columns by double clicking the column separators. You can search for specific results one of two ways: Filtering or Sorting.



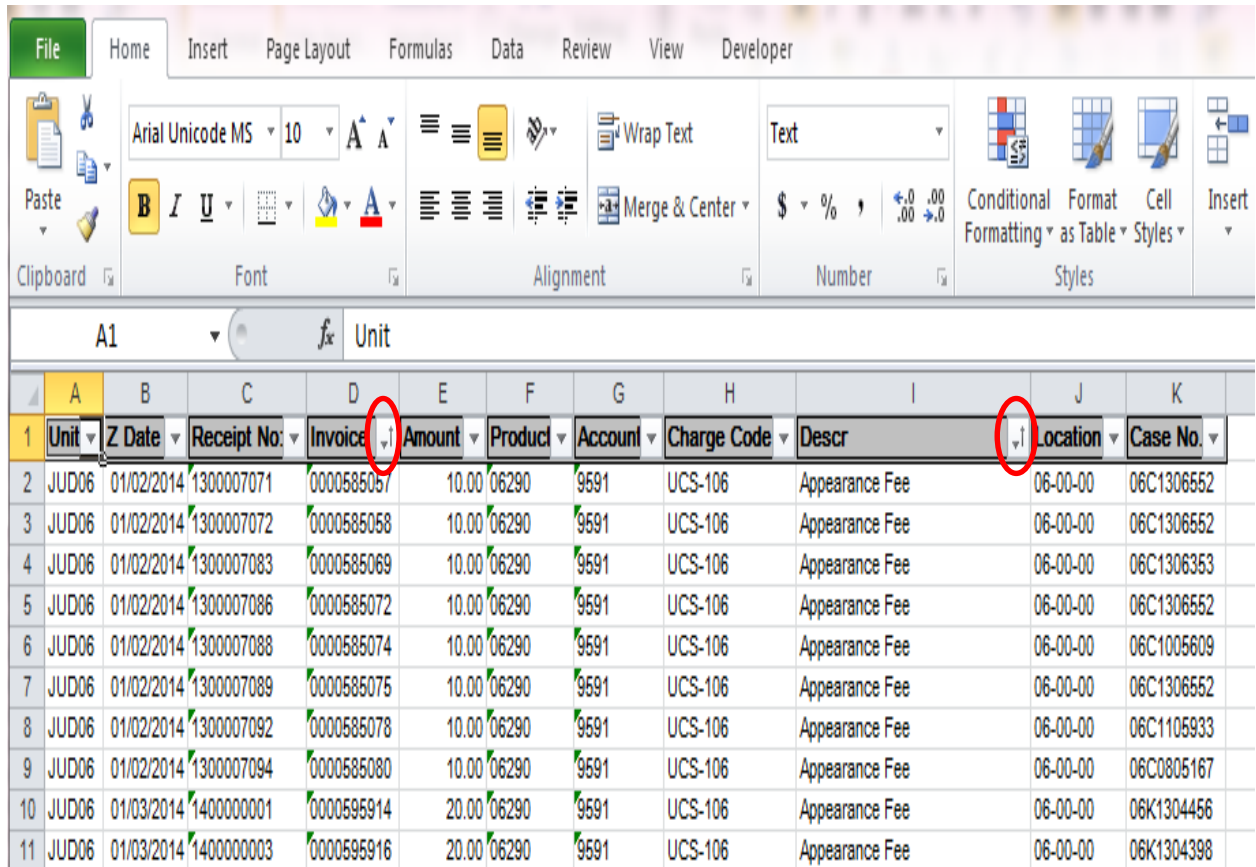
	Unit	Z Date	Receipt No.	Invoice
2	JUD06	01/02/2014	2333402	0000585029
3	JUD06	01/02/2014	2331972	0000585001
4	JUD06	01/02/2014	2328352	0000585096
5	JUD06	01/02/2014	2331972	0000585000
6	JUD06	01/02/2014	2328635	0000585037
7	JUD06	01/02/2014	2328322	0000585010
8	JUD06	01/02/2014	2329368	0000584996
9	JUD06	01/02/2014	2328352	0000585096
10	JUD06	01/02/2014	2328352	0000585096
11	JUD06	01/02/2014	2328352	0000585096

- Use the “Filter” option on the Sort&Filter button (Found on the “Home” tab of the Excel Ribbon). Below is an example of filtering for all transactions where “BL – Issuing Fees” is the description.



	Unit	Z Date	Receipt N	Invoice	Amou	Produ	Accou	Charge Cox	Descr	Locati	Case No.
2	JUD06	01/02/2014	2333402	0000585029	2.00	06010	5466	RCS		06-00-00	
3	JUD06	01/02/2014	2331972	0000585001	0.80	06010	5466	RCS		06-00-00	
4	JUD06	01/02/2014	2328352	0000585096	2.00	06010	5466	RCS		06-00-00	
5	JUD06	01/02/2014	2331972	0000585000	1.20	06010	5466	RCS		06-00-00	
6	JUD06	01/02/2014	2328635	0000585037	55.00	06010	5466	RCS		06-00-00	
7	JUD06	01/02/2014	2328322	0000585010	55.00	06010	5466	RCS		06-00-00	
8	JUD06	01/02/2014	2329368	0000584996	55.00	06010	5466	RCS		06-00-00	
9	JUD06	01/02/2014	2328352	0000585096	0.23	06010	5460	RCS		06-00-00	
10	JUD06	01/02/2014	2328352	0000585096	0.38	06010	5466	RCS		06-00-00	
11	JUD06	01/02/2014	2328352	0000585096	6.89	06270	9588	RCS		06-00-00	
12	JUD06	01/02/2014	2333402	0000585029	0.60	06010	5460	RCS		06-00-00	
13	JUD06	01/02/2014	2333402	0000585029	1.00	06010	5466	RCS		06-00-00	
14	JUD06	01/02/2014	2333402	0000585029	18.40	06270	9588	RCS		06-00-00	
15	JUD06	01/02/2014	2331972	0000585000	0.92	06010	5466	RCS		06-00-00	
16	JUD06	01/02/2014	2331972	0000585000	16.83	06270	9588	RCS		06-00-00	
17	JUD06	01/02/2014	2331972	0000585000	0.55	06010	5460	RCS		06-00-00	
18	JUD06	01/02/2014	2328980	0000585014	5.00	06010	5466	RCS		06-00-00	
19	JUD06	01/02/2014	2328980	0000585014	30.00	06270	9588	RCS		06-00-00	
20	JUD06	01/02/2014	2333399	0000585047	30.00	06270	9588	RCS		06-00-00	
21	JUD06	01/02/2014	2333399	0000585047	5.00	06010	5466	RCS-2599	Marriage - License/App	06-00-00	
22	JUD06	01/02/2014	2328732	0000585013	10.00	06270	9588	RCS-2601	Marriage - Civil Ceremony	06-00-00	

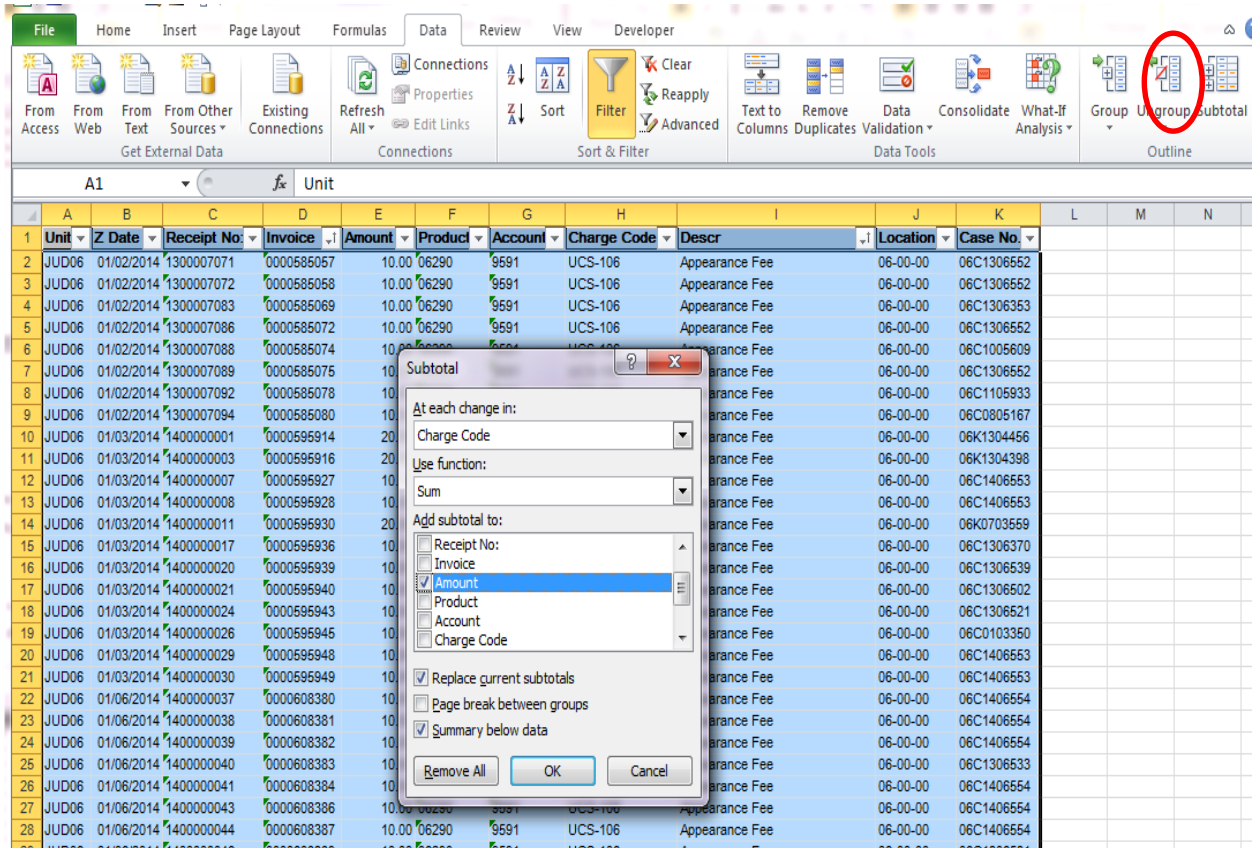
- Use the “Custom Sort” option on the Sort&Filter button to group your data set by a particular field. The following sample data set is sorted by “Descr” and then by “Invoice”.



	A	B	C	D	E	F	G	H	I	J	K
	Unit	Z Date	Receipt No.	Invoice	Amount	Product	Account	Charge Code	Descr	Location	Case No.
2	JUD06	01/02/2014	1300007071	0000585057	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
3	JUD06	01/02/2014	1300007072	0000585058	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
4	JUD06	01/02/2014	1300007083	0000585069	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306353
5	JUD06	01/02/2014	1300007086	0000585072	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
6	JUD06	01/02/2014	1300007088	0000585074	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1005609
7	JUD06	01/02/2014	1300007089	0000585075	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1306552
8	JUD06	01/02/2014	1300007092	0000585078	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C1105933
9	JUD06	01/02/2014	1300007094	0000585080	10.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06C0805167
10	JUD06	01/03/2014	1400000001	0000595914	20.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06K1304456
11	JUD06	01/03/2014	1400000003	0000595916	20.00	06290	9591	UCS-106	Appearance Fee	06-00-00	06K1304398



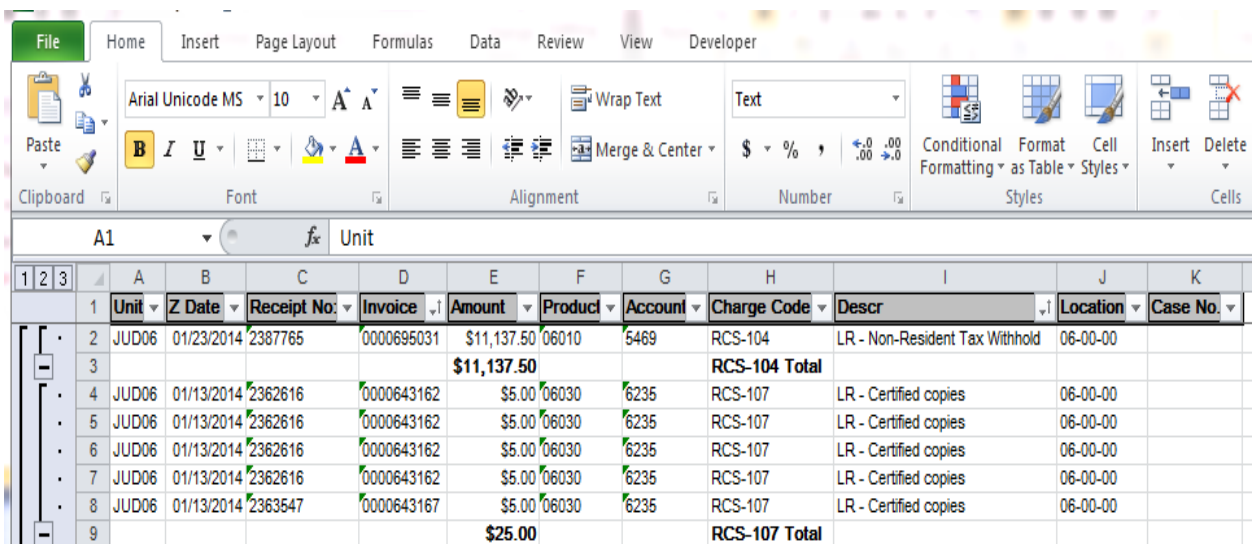
- Use the “Subtotal” button on the “Data” tab to apply functions (average, min, max, count, sum) to data set columns. For example: From this data set, you want to find the total revenue for all charge codes. We are asking Excel to return a **Sum** total for the “Amount” column each time there is a change in the **Charge Code**. *Note: It is much easier to sort your data set first before subtotaling. Here we sorted by Charge Code first then applied the subtotal parameters.*



The screenshot shows the Excel Data tab with the Subtotal dialog box open. The dialog box is configured with the following settings:

- At each change in:** Charge Code
- Use function:** Sum
- Add subtotal to:** Amount (selected), Receipt No., Invoice, Product, Account, Charge Code
- Replace current subtotals:** ☒
- Page break between groups:** ☐
- Summary below data:** ☒

The background data table has the following columns: Unit, Z Date, Receipt No., Invoice, Amount, Product, Account, Charge Code, Descr, Location, Case No.



The screenshot shows the Excel Home tab with the data table after subtotaling. The table is sorted by Charge Code, and the Subtotal dialog box is no longer visible. The table shows data for various units and dates, with subtotals for each Charge Code.

	Unit	Z Date	Receipt No.	Invoice	Amount	Product	Account	Charge Code	Descr	Location	Case No.
2	JUD06	01/23/2014	2387765	0000695031	\$11,137.50	06010	5469	RCS-104	LR - Non-Resident Tax Withhold	06-00-00	
3					\$11,137.50			RCS-104 Total			
4	JUD06	01/13/2014	2362616	0000643162	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
5	JUD06	01/13/2014	2362616	0000643162	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
6	JUD06	01/13/2014	2362616	0000643162	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
7	JUD06	01/13/2014	2362616	0000643162	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
8	JUD06	01/13/2014	2363547	0000643167	\$5.00	06030	6235	RCS-107	LR - Certified copies	06-00-00	
9					\$25.00			RCS-107 Total			